



CLAY CRAFT
FINE TABLEWARE
•INDIA•

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

CLAY CRAFT INDIA LTD

(formerly known as Clay Craft (India) Private Limited)

CIN: U26933RJ1988PLC004677

Registered Office: F-766 & F-766 A, Road No. 1-D, Vishwakarma Industrial Area,
Jaipur - 302013, Rajasthan

Telephone No.: +91-141-2261002; **Fax No.:** +91-141-2331734, **E-mail:** claycraftindia@hotmail.com

Website: www.claycraftindia.com

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. PREAMBLE

The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) stipulates that the Company shall familiarise the Independent Directors about the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities as Independent Directors of the Company, etc., through various programmes. As per Listing Regulations, the details of the Familiarisation Programme for Independent Directors shall be disseminated on the website of the Company.

2. INITIAL FAMILIARISATION MODULE

At the time of appointing an Independent Director, a formal letter of appointment is given to him/her, which inter alia, explains the role, function, duties and responsibilities expected from him/her as a Director of the Company. The Company conducts an introductory familiarisation program/presentation, when a new Independent Director comes on the Board of the Company. At the outset, all the Independent Directors are provided an overview of;

- a) Criteria of independence applicable to Independent Directors as per the Listing Regulations and the Companies Act, 2013;
- b) Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;
- c) Roles, Functions, Duties, Responsibilities and Liabilities of Independent Directors;
- d) Directors Responsibility Statement forming part of Boards’ Report;
- e) Vigil Mechanism including policy formulation, disclosures, code for Independent Directors;
- f) Risk Management Systems & framework;
- g) Board Evaluation Process and Procedures.

The Independent Director is also explained in detail the compliances required from him/her under the Companies Act, 2013, Listing Regulations and other relevant Regulations and his/her affirmation taken with respect to the same. With a view to familiarize him/her with the Company’s operations, the Managing Director provides a one-to-one interaction on the organisational set up, the functioning of various divisions/departments, the Company’s market shares and the markets in which it operates, governance and internal control processes and other relevant information pertaining to the Company’s business. The above initiatives help the Independent Directors to understand the Company, its business and the regulatory framework in which the Company operates and equips him/her to effectively fulfil his role as an Independent Director of the Company.

3. CONTINUAL FAMILIRISATION MODULES

To understand and remain updated on the business, operations of the Company and changes in the regulatory regime on a regular basis, the Independent Directors at the Board Meetings and relevant Committee Meetings are provided, inter alia, with the following:

- Updates on operations, industry position, strategies, competitiveness and financial performance of the Company.
- Updates regarding budgets, working capital management and fund flows.
- Review of Internal & Statutory Audit.
- Updates on significant developments in the Company and business performance of the Company.
- Updates regarding business strategies and various applicable policies of the Company.
- Updates on safety, health, environment and sustainability issue.
- Updates on significant amendments in corporate and other applicable laws and its impact on the Company.

Independent Directors have the freedom to interact with Company's management and senior leadership team of the Company.

4. DISCLOSURE

This programme shall be uploaded on the Company's website and a web link for the same shall also be provided in the Annual Report of the Company.

5. REVIEW

The Board shall review this programme from time to time and make revisions as may be required.

6. AMENDMENT

The Board of Directors of the Company reserves the right to amend or modify this Programme in whole or in part, at any time without assigning any reason whatsoever.

Approved in the Board Meeting held on 20th August, 2025.
